



Figure 37: Select Sheets dialog

- 1) Go to **Edit > Select > Select Sheets** on the Menu bar to open the Select Sheets dialog (Figure 37).
- 2) Select the individual sheets where you want the information to be repeated.
- 3) Click **OK** to select the sheets and the sheet tabs will be highlighted.
- 4) Enter the information in the cells on the sheet where you want the information to first appear and the information will be repeated in the selected sheets.
- 5) Deselect the sheets when you have finished entering the information that you want repeated in the sheets.

Tip

You can select sheets with the mouse, as described in the “Selecting sheets” section of Chapter 1, Introduction.

Caution

This technique automatically overwrites, without any warning, any information that is already in the cells on the selected sheets. Make sure you deselect the additional sheets when you have finished entering the information to be repeated before continuing to enter data into the spreadsheet.

Validating cell contents

When creating spreadsheets for other people to use, you may want to make sure they enter data that is valid or appropriate for the cell. You can also use validation in your own work as a guide to entering data that is either complex or rarely used.

Fill series and selection lists can handle some types of data, but are limited to predefined information. For example, a cell may require a date or a whole number with no alphabetic characters or decimal points, or a cell may not be left empty.

Depending on how validation is set up, it can also define the range of contents that can be entered, and provide help messages explaining the content rules set up for the cell and what